



**CITY OF CHELSEA, MA**  
**Human Resources Department**

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City Hall, 500 Broadway, Room 301 · Chelsea, MA 02150  
Phone: 617.466.4170 · Fax: 617.466.4175

**LIBRARY AIDE**  
**Department: Chelsea Public Library**  
Part Time Evenings & Saturdays  
Salary: \$15.86/Hourly

**DUTIES**

Responsible for answering telephones, checking materials in and out of the library, registering patrons and account maintenance. Typing, filing, basic MS Office. Assist patrons to locate materials and perform other general circulation duties as assigned.

**QUALIFICATIONS**

Education

High School diploma.

Experience

At least six (6) months of computer and data entry experience. One (1) year customer service experience working with the public, or any equivalent combination.

Skills, Knowledge & Abilities

Good oral and written communication skills, to effectively, tactfully and courteously deal with those doing business with and for the library. Able to understand and effectively use computer programs such as Microsoft Word and Excel. Basic understanding of math and grammar. Knowledgeable in effective filing systems. Good hearing for public interaction. Must have vision to allow reading from a variety of texts. Bilingual ability in Spanish helpful. Chelsea residency is required for this position.

**Please send resume to Human Resources, City of Chelsea, 500 Broadway, Room 301,  
Chelsea, MA 02150 or email to [jobs@chelseama.gov](mailto:jobs@chelseama.gov).  
Application forms are available in the Human Resources Department.**

**The City of Chelsea is an Equal Opportunity Employer**